



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

Canc frp: Oct 13

BUPERSNOTE 12700

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BUPERS NOTICE 12700

From: Chief of Naval Personnel

Subj: SPECIAL EMPHASIS PROGRAM MANAGERS RECRUITMENT NOTICE

Ref: (a) DON Civilian Human Resources Manual, January 2003
(b) Equal Employment Opportunity Commission Management Directive (MD) 715

1. Purpose. To announce the opening of the recruitment process for collateral duty Special Emphasis Program (SEP) Manager positions consistent with reference (a), subchapters 1601 and 1604, and reference (b).

2. Background. SEP Managers (SEPM) are an integral component of the Equal Employment Opportunity and Diversity Management (EEODM) Program, supplying cross-command support to and perspectives on employment and workplace innovations, challenges, and opportunities that help institutionalize equitable practices and procedures in every realm of the work environment.

3. Scope

a. Each SEPM functions on behalf of the Chief of Naval Personnel as a subject matter expert for the workplace interests, concerns, and challenges affecting the members of their representative group. Specific roles and responsibilities are detailed in paragraph 6 of this notice. The following SEPs require individuals who will serve as the program manager:

- (1) American Indian Employment
- (2) Asian and Pacific Americans Employment
- (3) African American/Black Employment
- (4) Hispanic Employment

(5) Federal Women's Employment

b. The selected candidates:

(1) Shall be appointed to serve on a 3-year collateral duty appointment not to exceed an estimated 5 to 10 percent time commitment;

(2) Shall engage in regularly scheduled meetings, in person or virtually, to include a 1-week training and strategic planning session hosted in Millington; and

(3) Shall be required to participate in two annual, week-long leader meetings to examine program effectiveness and to assess command human resources policies, practices, and procedures for barriers to equal employment opportunity (EEO).

c. SEPM duties and responsibilities shall be performed under the direction and auspices of the Bureau of Naval Personnel (BUPERS) EEODM Program Director, Ms. Antoinette Brady.

4. Eligibility. Any full-time BUPERS employee whose performance in their assigned position is at or above the fully successful level is invited to apply for one these important collateral duty assignments.

a. Eligible candidates should be self-motivated, enthusiastic, committed to the concepts and tenets of EEO, and willing to learn and dedicate their time, energy and knowledge to helping examine and institute command policies, practices and procedures that promote work place equality in support an environment that embraces cultural competence.

b. Supervisory concurrence with the preceding performance capabilities is required as part of the final selection process.

5. Application Process. Applicants must submit a résumé of no more than two-pages containing the following information no later than 26 October 2012:

a. A detailed explanation of the knowledge, abilities, qualifications, and skills they possess to effectively serve as a SEPM (see paragraph 6); and

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b. A statement advising of their availability to function consistent with the scope of the SEPM role (see paragraph 3 of this notice).

c. Applicants are responsible for ensuring that their application package (hardcopy or electronic formats are acceptable) is received by the BUPERS Command Deputy EEOO (BUPERS CDEEOO) by the deadline, 26 October 2012. Submit the application to the following address by the preceding deadline:

Command Deputy Equal Opportunity Officer
ATTN: Ms. Antoinette B. Brady
Bureau of Naval Personnel (BUPERS 00U)
5721 Integrity Drive (BLDG 768, RM S105A)
Millington, TN 38055-0055

Applications may be submitted via email to antoinette.brady@navy.mil but will not be accepted outside of the stated submission deadline.

6. Responsibilities

a. BUPERS CDEEOO is designated as the SEP coordinator and shall manage, review, assess, and update the program as necessary.

b. Collateral Duty SEP Manager

(1) Serves as an advisor to the BUPERS CDEEOO and the commander regarding the climate and work environment. Informs the BUPERS CDEEOO of areas of concern in the workplace and management practices of questionable nature.

(2) Proposes employee training needs as well as awareness training for managers and supervisors.

(3) Provides input to model EEO command program plan development and assists with implementation of the full spectrum federal civilian employment matters relevant to protected group male and female employees and applicants for employment.

(4) Administers the SEP under the auspices of BUPERS CDEEOO.

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(5) Serves as subject-matter expert on employment concerns of men and women of the protective group.

(6) Conducts random periodic reviews and analyses of education and training opportunities afforded to ascertain if members of the protected group are being provided equal consideration for professional development consistent with organization strategic plans and requirements and individual development needs and requirements.

(7) Serves as a special advisor for Model EEO Program Plan development concerning the employment, workplace, and needs of the protected group.

(8) Helps identify barriers to the employment and or advancement of employees and applicants for employment who are members of the protected group.

(9) Serves as primary advisor on the implementation of actions designed to identify and address low representation levels for the serviced protective group by career fields and grade levels.

(10) Serves as key point of contact with local community groups and with private organizations in matters related to the employment of protective group members at BUPERS.

(11) Represents the BUPERS CDEEOO at local and national meetings and conferences on employment issues for protective group members.

(12) Liaises with local business and community organizations to ensure BUPERS is known throughout the community as an employer of choice for this group's members.

(13) Attends community organization meetings and functions to network recruitment possibilities and remain abreast on issues relevant to the members of the represented group. Assists with outreach to and recruitment of candidates for employment. May assist with or participate in command recruiting fairs and events.

(14) Serves as SEP council program manager for SEPs and events concerning the recognized heritage month. Accordingly, prepares fiscal year plans, outlining proposed activities to

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include: proposals for training, special emphasis speakers and presenters, and annual funding requirements. Documents impact on program activities. All activities and or speakers must relate to the improvement of the advancement of the organization.

(15) May provide career information and facilitate counseling to employees. Supports BUPERS' mentoring program through personal participation and advocacy.

7. Action

a. BUPERS CDEEOO shall:

- (1) Develop selection criteria for the SEPM position.
- (2) Receive SEPM applications and provide written receipt acknowledgement to applicants;
- (3) Obtain component command and BUPERS, Navy Personnel Research, Studies and Technology (BUPERS-1) panel member appointments via workforce council and by designation;
- (4) Serve as the SEPM selection panel chair to include collecting and maintaining all process documentation consistent with established guidance.
- (5) Brief panel members on application review process and provide applications to the selection panel; and
- (6) Notify applicants of selection results.

b. A SEPM selection panel shall be designated specifically for the SEPM selection process. The panel shall:

- (1) Consist of one representative from each of the serviced component commands and one representative on behalf of the consolidated echelon 2 BUPERS codes;
- (2) Independently review applications and document results using assessment criteria provided;
- (3) Collaborate to document SEPM selection recommendations prior to submission to panel chair;

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(4) Submit all documentation, including notes, to panel chair immediately upon process completion.

8. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed per Secretary of the Navy Manual M-5210.1 of January 2012.

9. Cancellation Contingency. This notice may be retained for record purposes and shall remain in effect for 1 year or until superseded, whichever occurs first.



C. A. COVELL

Rear Admiral, U.S. Navy

Deputy Chief of Naval Personnel

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